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APPENDIX # 2

SUMMARY OF LETTERS SUBMITTED BY STATE AGENCIES

SUMMARY OF STATE AGENCY COMMENTS AND PERTAINING TO BUY RECYCLED ACTIVITIES

AIR RESOURCES BOARD

1. Buy Recycled Procurement Policy

To increase the recycled content of products purchased and used by the Air Resources Board.

To increase demand for recycled products thereby enhancing markets for recycled materials.

To reduce waste in the manufacture and use of products and packaging purchased by the Air Resources Board.

To reduce the amount of toxic chemicals purchased by the Air Resources Board to limit environmental hazards, employee exposure to such materials, and cost of proper disposal of residual material.

To provide guidance to Air Resources Board staff in evaluating the purchase of products for the Air Resources Board.

General Policy

It is the policy of the Air Resources Board to optimize the departmental procurement of recycled content products. Fitness and quality being equal, the Board shall buy recycled content products whenever the cost is the same or lower than non-recycled content products.

Board publications shall be printed on recycled content papers and /or recyclable papers.

The Board shall apply approved price preferences to all purchases of recycled content products when they compete with non-recycled products.

The Board shall purchase goods which may be recycled or reused rather than discarded. The Board shall strive to attain the following AB 11 purchase goals.

The Board shall maintain an on going relationship with Green Seal Environmental Partners Program and continue to receive product updates.

AB 11 RECYCLED CONTENT PRODUCT BUYING GOALS			
	Current Goal	1997	1998
Paper Products	40% of \$ spent	50% of \$ spent	50%
Fine Printing and Writing Paper	15% of reams bought	25% of reams bought	25%
Overall Purchase goals	N/A	20% of \$ spent	30%

2. Purchases or rentals by the Air Resource Board shall be compatible, whenever practical, with the use of recycled content products.

Specifications and requisitions shall not require, unless justified, the use of products made from virgin materials, nor specifically exclude the use of recycled content products.

Performance standards must be reasonable and related to the function, and shall not be designed to exclude the purchase of recycled content products.

Department staff shall purchase (and return for recycling) remanufactured cartridges, where available, for printers and photocopying machines.

3. Purchase copiers that make double-sided copies and use recycled content paper.

Purchase recycled laser toner cartridges and return used ones for recycling.

Purchase of office supplies which contain recycled content material, including wastebaskets, pens/pencils, and desk supplies.

Implement and maintain a recycling program for white paper, newsprint, magazines, and cardboard. Cardboard boxes and manila envelopes will be reused whenever possible otherwise cardboard will be bundled for recycling.

Reference Green Seal's website www.greenseal.org for the most current updates of recycled products available.

CALIFORNIA CONSERVATION CORPS

1. CCC has developed a tracking system to track efforts towards reaching the procurement goals.
3. Identification of suppliers of postconsumer recycled clothing items.

Specify postconsumer recycled materials for flooring, roofing, framing and other possible construction use.

A Public Relations campaign focused on "closing the loop" should make state employees more aware of and prouder of their role in recycling and in reuse of recycled materials.

CALIFORNIA EXPOSITION AND STATE FAIR

1. Cal Expo uses recycled products whenever feasible and the cost is competitive with non-recycled products.
3. Recycled product purchases could be increased if a catalogue of recycled materials and products was available, along with a list of dealers and distributors.

CALIFORNIA HORSE RACING BOARD

3. Prison Industry Authority should maximize the amount of recycled material it uses to manufacture their products.

Another option could be to continue to increase the recycled product procurement mandates for state agencies.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (staff comments)

1. In-House Waste Prevention Policy

As part of its overall integrated approach to waste management, it is the policy of the California Integrated Waste Management Board to implement cost-effective waste prevention practices in all of its in-house and external operations. Specifically, except where prohibited by State law, regulations, or pre-existing contracts, the Board shall (applicable sections listed):

- Practice waste prevention in all procurement decisions.
- Encourage use of paper used on one side in fax machines and as an optional paper in copiers, except where specifically prohibited by equipment warranties, and to make into scratch paper and pads.
- Purchase only useful promotional items that further waste reduction. For example, pens and oil funnels distributed at trade shows are made from recycled plastic.
- Facilitate ordering of recycled content office supplies by distributing catalogs specializing in such products to Support Staff and Business Services Office.

For FY 96/97, 84% of paper products purchased by the CIWMB contained recycled content while 100% of fine printing and writing paper purchases also contained recycled content. The CIWMB plans to exceed the AB 11 goals for the next reporting period as well.

3. State agencies can actively participate in their local chapter of the Recycled Paper Coalition.

In order to increase overall awareness of the bottom line advantages of waste reduction activities, which includes buying recycled, state agencies can join Waste Wi\$e. In 1997, the CIWMB joined this nationwide group of businesses committed to reducing waste as a charter government member. Membership required the CIWMB to set 3-year goals in each of the following areas: waste prevention, recycling, and buying recycled. Each goal must exceed what was already being done in these areas.

CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM

3. CalPERS will continue its attempt to meet the requirements set forth for recycled product procurement.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

3. More emphasis should be placed on recycled product procurement at State Procurement Conferences.

There should be a way for state agencies to network and share information on new recycled products and sources. Perhaps quarterly meetings chaired by DGS or the CIWMB.

Agencies should decrease the quantities in their publication orders in reproduction areas in order to lessen the possibility of unusable information.

Transmit more information via Internet, Diskette, or E-mail rather than paper. A good example is this reply which could just as easily have been sent via E-mail.

Share information within departments rather than make unnecessary copies by using internal route slips.

Make two-sided copies when xeroxing.

DEPARTMENT OF AGING

1. The purchasing staff routinely looks to see if items requested from the Office Depot catalog are made of recycled material.

If an item is not, alternatives are sought within this same catalog and other vendor catalogs.

3. We suggest that all vendors awarded a State contract be encouraged to offer recycled products whenever applicable.

The State could provide an incentive to vendors offering recycled products.

Perhaps if Office Depot were encouraged to offer more recycled products, the cost of these products would be reduced.

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1. The department's goals, at a minimum, are to meet the mandated RCP procurement goals.

ADP annually reviews the above referenced goals and its purchasing practices, in an effort to identify ways to increase RCP purchase.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

1. Include language in bid solicitations requesting quotations on recycled products.

Ensure that a majority of Office supplies purchased through the Office Depot contract be made of recycled material.

Target the acquisition of promotional items such as key tags and pens to achieve our buy recycled goal.

Utilize the wooden pallet contract for the purchase of recycled pallets.

Develop an automated system to track the acquisition of recycled products.

DEPARTMENT OF CONSERVATION

1. The Department has a contract to purchase general office supplies from "Office Depot". Recycled content products (RCPs) are specified in the catalogue and the Department orders these products whenever possible.

The Department purchases recycled content paper for copiers.

The Department has a contract with "Laser Company" for purchasing recycled laser toner cartridges. The Department also purchases "Green Disks" for computer use.

All applicants for contract and grant funds are notified and contain the Department's procurement goals. A concerted effort must be made by contractors and grantees to meet or exceed these goals when making purchases with grant or contract funding.

Successful vendors who participate in the competitive bidding process must complete a Recycled Content Certification Form, which discloses the recycled content of the products offered for sale.

Price preferences are applied to the purchases of RCPs as specified in the Department's Administrative Manual (Section 47003).

Buy Recycled Procurement Policy

General Policy

- It is the policy of the Department of Conservation to optimize the departmental procurement of recycled content products. Fitness and quality being equal, the Department shall buy recycled content products whenever the cost is the same or lower than non-recycled content products.
- Department publications shall be printed on recycled content and /or recyclable papers.

- The Department shall apply approved price preferences to all purchases of recycled content products when they compete with non-recycled products.
- The Department shall purchase goods which may be recycled or reused rather than discarded.
- The Department shall strive to attain the following AB 11 purchase goals.

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2. Adopt an existing life-cycle cost assessment method for purchases of recycled versus non-recycled products and publicize the results.

Learn what users need and the materials that they typically buy. Solicit input from people throughout the organization (not just purchasing staff). Find out why certain items are not being purchased and conduct research to remove any limitation(s). Find out which areas already have a demonstrated RCP interest and support the interest that is already there.

Adopt reasonable goals and scheduled timelines for evaluating products. Personnel that actually work with the products should be the key evaluators, specifying which products to use and how to use them. Pilot projects should be implemented for all innovative products.

Publicize the results of trials and evaluations of recycled content products. Start formal or informal information networks to share good and bad experiences with product use. Expand the network to include private companies for better product information and outreach.

3. Expand current law to include other recycled content products.

Consider revising current law to provide tougher penalties and sanctions for non-compliance with procurement guidelines found in existing law.

Continuous large-scale training of purchasing officers and staff at both the state and local level (using workshops, videos, in-service training classes) is needed similar to the original State Agency Buy Recycled Advocacy (SABRA) Campaign.

Each Agency's administrative manual should include a buy-recycled policy, which is also filed with CIWMB.

State agency contracts and grants language should refer to the Agency's policy and require contractors and grantees to make a reasonable effort to purchase RCPs.

Use incentives and recognize those that are increasing their procurement efforts.
A Governor's Office or Legislative award could stimulate interest and participation.

Simplify recycled product recordkeeping. Don't require employees to keep separate or complex records on recycled content purchases.

Increase promotion of RCP resources to purchasing officers and all agency staff through the Internet and/or continuous specialized training teams referenced above.

DEPARTMENT OF CORRECTIONS

1. If a product has any recycled content, it should count towards attaining the goals.

State agencies should not be required to have vendors and contractors certify the recycled content of the product every time a purchase is made.

Vendors and contractors should register their products with one state agency and have the certification available on the Internet.

Simplify state agency annual reporting requirements.

The Planning requirement should be eliminated.

2. CDC uses specifications developed by DGS.
3. The Buy Recycled Products Task Force is a good forum for manufacturers and seller's of recycled products to display their products.

Not only buyers but also users of the products (painters, plumbers, carpenters, gardeners, janitors, mechanics, etc.) should be involved in the information sharing and educational efforts by vendors on the merits of their products.

DEPARTMENT OF DEVELOPMENTAL SERVICES

1. DDS follows state regulations when purchasing materials, supplies, and other items made of recycled materials.
2. DDS does not have its own written procedures regarding development and inclusion of recycled material in products, but follows state requirements.
3. The Customer Support Section believes that the State of California should develop a process similar to California Multiple Award Schedule, or contract with vendors, for items that include recycled materials such as office supplies and other paper items. The State would then be able to purchase in quantities, thereby, reducing the cost for recycled materials. The reduced price would give state agencies more incentive to purchase recycled materials.

DEPARTMENT OF EDUCATION

2. Revise bid specifications to increase percentage of recycled content.
3. Set stricter guidelines, i.e., departments must only purchase RCPs unless that product is not available with recycled content.

Reward departments with the highest percentage of RCP purchases.

Create competitions between offices in the department to encourage RCP purchases.

Give recognition—publicize the winners and the progress of recycling initiatives in the Sacramento Bee and other publications.

Require that the annual RCP procurement reports show the progress of policy implementation.

Ensure that all vendor catalogues have a section identifying RCPs; if a paper product, identify it with an imprint.

Organize a team of staff and management to:

Evaluate and gather RCP data to determine total amount purchased.

Get acquainted with the problems and solutions available.

Develop written office policy on waste reduction, reuse, recycling, and RCP procurement.

Evaluate and expand new ideas; set goals.

Initiate contests between departments that buy the most RCPs.

Make people aware of potential savings and the rewarding effects to the environment that buying RCPs bring.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

1. The department currently is promoting education for departmental staff on the state mandates regarding the SABRC. Education is presented through periodic e-mails, departmental training conferences and updates regarding task force meetings.
2. Tracking purchases of recycled content products is being facilitated through the departmental accounting process. By creating specific accounting codes that are used solely for recycled content product purchases, the department will have a clearer picture of those categories meeting the mandates and those categories that require improvement.
3. Ongoing meetings of the SABRC Task Force would be an excellent way for agencies to increase their use and purchase of recycled materials and products. The ability to network with other agencies concerning both positive and negative results of purchasing recycled content products will benefit everyone involved.

DEPARTMENT OF GENERAL SERVICES

3. Assign a responsible person in each purchasing unit to implement the buy recycled program.

Join our task force.

Make it a statewide policy to purchase recycled paper as the norm rather than the exception.

Make it a statewide policy to encourage the purchase of recycled paint.

Conduct more demonstration projects to show that recycled content products are similar or equal in quality to their virgin counterparts.

Target funds specifically to support the purchase of recycled content products.

Encourage communication from top management to the user and purchaser that "Our agency is committed to purchase recycled content products even when these products cost more."

DEPARTMENT OF HEALTH SERVICES

3. A directory of vendors divided into commodity categories would be a useful tool for all state departments in locating suppliers with whom to do business.

We recommend that DGS Procurement division increase the number of master services contracts containing recycled products so that DHS and all other state agencies could increase their recycled product purchasing.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

3. HCD is currently considering the use of trial periods for recycled products with user input on quality and visible management support and encouragement.

Also under consideration is the mandatory use of basic products such as copy paper, envelopes, paper towels, etc. that have already been proven to be satisfactory.

DEPARTMENT OF JUSTICE

3. CIWMB should work with DGS to create the report due to the Governor and the Legislature.

Partnerships could be developed between DGS and private industry for both the production and uses of products made from recycled materials.

The State could get involved in the production of alternative fuel by generating electricity with the waste generated by agencies.

Further legislative mandates regarding the use of recycled products are possible as the varied types and cost effectiveness of products increase.

Increase the requirements on our statewide contract office supply vendor to include, highlight, and market products made from recycled materials.

Increase research efforts at making the paperless office environment at least a partial reality.

DEPARTMENT OF MENTAL HEALTH

1. The regulations used are AB 4 and AB 11, which outline the specific quantities of recycled product procurement, procurement goals, certifications, and price preferences.

Procedures used in the procurement of recycled products include memos sent to various department managers regarding mandated procurement goals. If a department is not using recycle products, a memo is required from the department manager stating the specific reasons why.

2. PCC sections 12205(a)(1), 12205(a)(2), and 12205(c)(1) refer to the obligation of contractors and state agencies to buy recycled products.

Recycled Content Certifications are sent to all suppliers along with a letter explaining the need for the information.

A copy of purchase orders used to compile the yearly reports are kept on file.

3. Recommendations are that state agencies work together to meet the recycling goals. It would be very helpful Prison Industry Authority sent a flyer with what products they sell that have recycled content.

When DGS prepares to place a contract out for bid, recycled content could be required for specific items.

DEPARTMENT OF MOTOR VEHICLES

1. A central office for the dissemination of official policy and procedural changes would be an improvement over the co-sponsored approach between DGS and the CIWMB which has led to confusion in regard to policy and procedures.
2. The creation of too specific procedures and policies, regarding specification development, limits our agency from purchasing products created by new and alternative forms of recycling technology.
3. The current program is sufficient to meet both the spirit and letter of the requirements set forth by Chapter 12150 of the Public Contract Code.

DEPARTMENT OF PARKS AND RECREATION

3. Update department administrative manuals to address recycled product procurement

Require staff to adhere to the reporting requirement for recycle content products.

Develop necessary forms specific to your department and your suppliers to ease certification of the products and reporting.

Conduct on-site trainings to departmental purchasers.

Products purchased from State Contracts, Price Schedules, CMAS, PIA, and Master Purchase Agreements should not need certification. The recycled content of these items could be listed as part of the item description.

Products procured through the use of the Cal-Card could be tracked automatically according to Rocky Mountain Bank.

DEPARTMENT OF PESTICIDE REGULATION

3. Workshops could be provided at each department for the personnel responsible for purchasing activities (in DPR, with the use of the CalCard, actual purchase responsibilities are decentralized).

Development of a service, presumably coordinated through the Department of General Services, to allow access through the Internet to vendors offering RCPs.

Persuade Office Depot and other vendors to provide more RCPs to State customers, as well as requesting vendors to identify, for those State customers, information regarding the recycled and post-consumer content of the RCPs.

DEPARTMENT OF REHABILITATION

1. The Department requests recycled products on purchase orders.
3. A listing of products that are available on contract and their recycled content would be very helpful.

DEPARTMENT OF SOCIAL SERVICES

3. We are currently in compliance with the recycled product procurement mandates.

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

1. Specifications for new equipment should include the requirement that recycled content supplies and materials be compatible with the equipment.
3. Information should be provided to staff in other departments outside of procurement and business services.

Articles could be included in departmental newsletters concerning the department's commitment to buying recycled.

Staff should be encouraged to attend activities and events to learn more about recycled content products.

DEPARTMENT OF TRANSPORTATION

2. Caltrans recommends that the CIWMB works with vendors to fully develop recycled product specifications so that it is clear that these products will meet the Department's design/or any state agencies' quality standards.

Caltrans recommends that CIWMB consider partnering with the plastics industry to develop specifications for standardizing recycled plastic for uses as an alternative for structural wood applications.

Caltrans recommends that CIWMB or Department of Conservation work with Prison Industries Authority to develop specifications for bulk purchase clothing articles containing recycled fabric (fabric manufactured from recycled beverage containers).

3. Caltrans recommends that DGS consider developing a bulk recapped tire procurement contract for passenger vehicle sized tires.

Caltrans recommends that DGS consider developing a bulk (case) price for recycled paper.

Caltrans recommends that DGS consider working with recycled product vendors and manufacturers to help them establish themselves on the CMAS list.

DEPARTMENT OF VETERANS AFFAIRS

3. Office Depot should be able to provide agencies with a printout showing a department's recycled product purchases.

DEPARTMENT OF WATER RESOURCES

3. Agencies should review all types of contracts through which products are procured to try to identify possible products that could be purchased with recycled content. The Department reports for the products received through the materials purchasing program, which covers office and paper products, however, by looking deeper, we have discovered water and flood

management projects that use many products and materials that may be available with recycled content.

EMPLOYEMENT DEVELOPMENT DEPARTMENT

3. EDD has identified several large quantity, large volume products and worked with vendors to ensure that these products were available as recycled content products and that they met the required specifications.

MANAGED RISK MEDICAL INSURANCE BOARD

3. Our purchasing is done by the Office of Statewide Health Planning and Development.

OFFICE OF REAL ESTATE APPRAISERS

1. It is our policy to purchase recycled products whenever possible.
2. A way to increase recycle product procurement for smaller agencies would be to require statewide contracts to include recycled products.

PATTON STATE HOSPITAL

3. Users must be trained and introduced to companies that provide the types of recycled products they order.

A list of recycled products needs to be created by suppliers.

Recycled products should be purchases for agencies on a promotional basis to demonstrate the price, quality and availability of those products.

Use one institution as a pilot that would then share their experiences and results with other agencies.

Users should be advised to ask to recycled content of products at the time they ask for quotes and to request recycle products whenever they are available.

SECRETARY OF STATE

3. Periodic informational seminars can be helpful for agencies just starting procurement programs and may serve as a refresher for those with established programs. Informational bulletins are also helpful to agencies by providing updates on recycled products, pilot program status, and programs other agencies have in place.

We are also attempting to fill a vacancy with a staff person that will oversee the recycle program of the agency.

STATE BOARD OF EQUALIZATION

3. It is believed that procurement professionals need more information regarding the availability of RCPs.

With the exception of recycled paper, it is often difficult to identify the existence of suitable RCPs or suppliers or RCPs for other categories.

STATE AND CONSUMER SERVICES AGENCY

3. Establish a recycle pickup program similar to the white paper recycle bins for other types of recyclables.

Establish a discount program for the trade-ins of recyclables.

Continually educate employees on the importance of recycling. Posters, lists of businesses providing recycled products, or a newsletter informing other agencies of success stories could be effective.

Establish a governor's award for state agencies meeting or exceeding the recycled product procurement goals.

STATE CONTROLLER'S OFFICE

3. Increase support of the SABRC by providing feedback showing how their department ranks in comparison to other departments in terms of RCP procurement.

Conduct periodic workshops for vendors and government agency buyers. These events could feature RCP vendors, provide a preview of new or unique RCPs, etc.

Increase vendor awareness of the SABRC to encourage vendors to promote their RCPs more aggressively.

STATE WATER REOSURCES CONTROL BOARD

1. In an effort to enhance the SWRCB's participation goals, we have implemented a "Procurement Training Manual" for our State Board and nine Regional Boards, which devotes an entire chapter to "Recycled Content Purchases" .

We conduct training sessions on purchasing in which we emphasize the procurement of recycled products.

We share information on vendors offering recycled products and exchange ideas and successes with procuring these products.

2. The SWRCB does very little in the area of specification development. However, we routinely require that bids for outside printing services use recycled content paper.

3. It is possible that some state agencies are not aware of the resources available and would benefit from sharing information on both recycled content vendors and availability of such products in the marketplace.

A monthly newsletter distributed to key procurement staff in all departments could help to share ideas, trends and new requirements.

The development of a resource manual (three-ring binder style, allowing updates to be inserted regularly), and providing these same resources electronically on your Internet website would also be helpful.

STEPHEN P. TEALE DATA CENTER

1. We route of all purchase requests through the SABRC Administrator. The SABRC Administrator audits all requests to ensure that any potential purchases from the eleven recycled product categories are reviewed for recycled material content products.

Specific products within some categories are purchased only if they are recycled material content products, i.e. white copier paper is purchased only as a recycled product.

2. Procurement bids for computer paper, the recycle category that Teale purchases from most, are written for recycled material content product only.

Procurement bids from other recycle categories include recycled material content product incentives to promote vendor bids of recycled products.

3. Include increasing employee awareness of the improved quality of recycled products.

APPENDIX # 3

STATE AGENCY COMMENTS PERTAINING TO ITEM #1:

REGULATIONS AND PROCEDURES REGARDING PURCHASING
RECYCLED CONTENT PRODUCTS

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Simplify state agency annual reporting requirements.

The Planning requirement should be eliminated.

DEPARTMENT OF DEVELOPMENTAL SERVICES

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION

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DEPARTMENT OF TOXIC SUBSTANCES CONTROL

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APPENDIX # 4

STATE AGENCY COMMENTS PERTAINING TO ITEM #2:

REGULATIONS AND PROCEDURES REGARDING
SPECIFICATION DEVELOPMENT AND THE INCLUSION OF
RECYCLED MATERIALS

STATE AGENCIES COMMENTS PERTAINING TO ITEM #2:

REGULATIONS AND PROCEDURES REGARDING SPECIFICATION DEVELOPMENT AND THE INCLUSION OF RECYCLED MATERIALS

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DEPARTMENT OF CONSERVATION

2. Adopt an existing life-cycle cost assessment method for purchases of recycled versus non-recycled products and publicize the results.

Learn what users need and the materials that they typically buy. Solicit input from people throughout the organization (not just purchasing staff). Find out why certain items are not being purchased and conduct research to remove any limitation(s). Find out which areas already have a demonstrated RCP interest and support the interest that is already there.

Adopt reasonable goals and scheduled timelines for evaluating products. Personnel that actually work with the products should be the key evaluators, specifying which products to use and how to use them. Pilot projects should be implemented for all innovative products.

Publicize the results of trials and evaluations of recycled content products. Start formal or informal information networks to share good and bad experiences with product use. Expand the network to include private companies for better product information and outreach.

DEPARTMENT OF CORRECTIONS

2. CDC uses specifications developed by DGS.

DEPARTMENT OF DEVELOPMENTAL SERVICES

2. DDS does not have its own written procedures regarding development and inclusion of recycled material in products, but follows state requirements.

DEPARTMENT OF EDUCATION

2. Revise bid specifications to increase percentage of recycled content.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

2. Tracking purchases of recycled content products is being facilitated through the departmental accounting process. By creating specific accounting codes that are used solely for recycled content product purchases, the department will have a clearer picture of those categories meeting the mandates and those categories that require improvement.

DEPARTMENT OF MENTAL HEALTH

2. PCC sections 12205(a)(1), 12205(a)(2), and 12205(c)(1) refer to the obligation of contractors and state agencies to buy recycled products.

Recycled Content Certifications are sent to all suppliers along with a letter explaining the need for the information.

A copy of purchase orders used to compile the yearly reports are kept on file.

DEPARTMENT OF MOTOR VEHICLES

2. The creation of too specific procedures and policies, regarding specification development, limits our agency from purchasing products created by new and alternative forms of recycling technology.

DEPARTMENT OF TRANSPORTATION

2. Caltrans recommends that the CIWMB works with vendors to fully develop recycled product specifications so that it is clear that these products will meet the Department's design/or any state agencies' quality standards.

Caltrans recommends that CIWMB consider partnering with the plastics industry to develop specifications for standardizing recycled plastic for uses as an alternative for structural wood applications.

Caltrans recommends that CIWMB or Department of Conservation work with Prison Industries Authority to develop specifications for bulk purchase clothing articles containing recycled fabric (fabric manufactured from recycled beverage containers).

OFFICE OF REAL ESTATE APPRAISERS

2. A way to increase recycle product procurement for smaller agencies would be to require statewide contracts to include recycled products.

STATE WATER REOSURCES CONTROL BOARD

2. The SWRCB does very little in the area of specification development. However, we routinely require that bids for outside printing services use recycled content paper.

STEPHEN P. TEALE DATA CENTER

2. Procurement bids for computer paper, the recycle category that Teale purchases from most, are written for recycled material content product only.

Procurement bids from other recycle categories include recycled material content product incentives to promote vendor bids of recycled products.

APPENDIX # 5

STATE AGENCY COMMENTS PERTAINING TO ITEM #3:

COLLECTIVE AND INDIVIDUAL STEPS STATE AGENCIES
COULD TAKE TO INCREASE RECYCLED CONTENT PRODUCT
PROCUREMENT

STATE AGENCIES COMMENTS PERTAINING TO ITEM #3:

COLLECTIVE AND INDIVIDUAL STEPS STATE AGENCIES COULD TAKE TO INCREASE RECYCLED CONTENT PRODUCT PROCUREMENT

AIR RESOURCES BOARD

3. Purchase copiers that make double-sided copies and use recycled content paper.

Purchase recycled laser toner cartridges and return used ones for recycling.

Purchase of office supplies which contain recycled content material, including wastebaskets, pens/pencils, and desk supplies.

Implement and maintain a recycling program for white paper, newsprint, magazines, and cardboard. Cardboard boxes and manila envelopes will be reused whenever possible otherwise cardboard will be bundled for recycling.

Reference Green Seal's website www.greenseal.org for the most current updates of recycled products available.

CALIFORNIA CONSERVATION CORPS

3. Identification of suppliers of postconsumer recycled clothing items.

Specify postconsumer recycled materials for flooring, roofing, framing and other possible construction use.

A Public Relations campaign focused on "closing the loop" should make state employees more aware of and prouder of their role in recycling and in reuse of recycled materials.

CALIFORNIA EXPOSITION AND STATE FAIR

3. Recycled product purchases could be increased if a catalogue of recycled materials and products was available, along with a list of dealers and distributors.

CALIFORNIA HORSE RACING BOARD

3. Prison Industry Authority should maximize the amount of recycled material it uses to manufacture their products.

Another option could be to continue to increase the recycled product procurement mandates for state agencies.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD (staff comments)

3. State agencies can actively participate in their local chapter of the Recycled Paper Coalition.

In order to increase overall awareness of the bottom line advantages of waste reduction activities, which includes buying recycled, state agencies can join Waste WiSe. In 1997, the CIWMB joined this nationwide group of businesses committed to reducing waste as a charter government member. Membership required the CIWMB to set 3-year goals in each of the following areas: waste prevention, recycling, and buying recycled. Each goal must exceed what was already being done in these areas.

CALIFORNIA PUBLIC EMPLOYEE'S RETIREMENT SYSTEM

3. CalPERS will continue its attempt to meet the requirements set forth for recycled product procurement.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

3. More emphasis should be placed on recycled product procurement at State Procurement Conferences.

There should be a way for state agencies to network and share information on new recycled products and sources. Perhaps quarterly meetings chaired by DGS or the CIWMB.

Agencies should decrease the quantities in their publication orders in reproduction areas in order to lessen the possibility of unusable information.

Transmit more information via Internet, Diskette, or E-mail rather than paper. A good example is this reply which could just as easily have been sent via E-mail.

Share information within departments rather than make unnecessary copies by using internal route slips.

Make two-sided copies when xeroxing.

DEPARTMENT OF AGING

3. We suggest that all vendors awarded a State contract be encouraged to offer recycled products whenever applicable.

The State could provide an incentive to vendors offering recycled products.

Perhaps if Office Depot were encouraged to offer more recycled products, the cost of these products would be reduced.

DEPARTMENT OF CONSERVATION

3. Expand current law to include other recycled content products.

Consider revising current law to provide tougher penalties and sanctions for non-compliance with procurement guidelines found in existing law.

Continuous large-scale training of purchasing officers and staff at both the state and local level (using workshops, videos, in-service training classes) is needed similar to the original State Agency Buy Recycled Advocacy (SABRA) Campaign.

Each Agency's administrative manual should include a buy-recycled policy, which is also filed with CIWMB.

State agency contracts and grants language should refer to the Agency's policy and require contractors and grantees to make a reasonable effort to purchase RCPs.

Use incentives and recognize those that are increasing their procurement efforts. A Governor's Office or Legislative award could stimulate interest and participation.

Simplify recycled product recordkeeping. Don't require employees to keep separate or complex records on recycled content purchases.

Increase promotion of RCP resources to purchasing officers and all agency staff through the Internet and/or continuous specialized training teams referenced above.

DEPARTMENT OF CORRECTIONS

3. The Buy Recycled Products Task Force is a good forum for manufacturers and seller's of recycled products to display their products.

Not only buyers but also users of the products (painters, plumbers, carpenters, gardeners, janitors, mechanics, etc.) should be involved in the information sharing and educational efforts by vendors on the merits of their products.

DEPARTMENT OF DEVELOPMENTAL SERVICES

3. The Customer Support Section believes that the State of California should develop a process similar to California Multiple Award Schedule, or contract with vendors, for items that include recycled materials such as office supplies and other paper items. The State would then be able to purchase in quantities, thereby, reducing the cost for recycled materials. The reduced price would give state agencies more incentive to purchase recycled materials.

DEPARTMENT OF EDUCATION

3. Set stricter guidelines, i.e., departments must only purchase RCPs unless that product is not available with recycled content.

Reward departments with the highest percentage of RCP purchases.

Create competitions between offices in the department to encourage RCP purchases.

Give recognition—publicize the winners and the progress of recycling initiatives in the Sacramento Bee and other publications.

Require that the annual RCP procurement reports show the progress of policy implementation.

Ensure that all vendor catalogues have a section identifying RCPs; if a paper product, identify it with an imprint.

Organize a team of staff and management to:

- Evaluate and gather RCP data to determine total amount purchased.

- Get acquainted with the problems and solutions available.

- Develop written office policy on waste reduction, reuse, recycling, and RCP procurement.

- Evaluate and expand new ideas; set goals.

- Initiate contests between departments that buy the most RCPs.

- Make people aware of potential savings and the rewarding effects to the environment that buying RCPs bring.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

3. Ongoing meetings of the SABRC Task Force would be an excellent way for agencies to increase their use and purchase of recycled materials and products. The ability to network with other agencies concerning both positive and negative results of purchasing recycled content products will benefit everyone involved.

DEPARTMENT OF GENERAL SERVICES

3. Assign a responsible person in each purchasing unit to implement the buy recycled program.

Join our task force.

Make it a statewide policy to purchase recycled paper as the norm rather than the exception.

Make it a statewide policy to encourage the purchase of recycled paint.

Conduct more demonstration projects to show that recycled content products are similar or equal in quality to their virgin counterparts.

Target funds specifically to support the purchase of recycled content products.

Encourage communication from top management to the user and purchaser that "Our agency is committed to purchase recycled content products even when these products cost more."

DEPARTMENT OF HEALTH SERVICES

3. A directory of vendors divided into commodity categories would be a useful tool for all state departments in locating suppliers with whom to do business.

We recommend that DGS Procurement division increase the number of master services contracts containing recycled products so that DHS and all other state agencies could increase their recycled product purchasing.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

3. HCD is currently considering the use of trial periods for recycled products with user input on quality and visible management support and encouragement.

Also under consideration is the mandatory use of basic products such as copy paper, envelopes, paper towels, etc. that have already been proven to be satisfactory.

DEPARTMENT OF JUSTICE

3. CIWMB should work with DGS to create the report due to the Governor and the Legislature.

Partnerships could be developed between DGS and private industry for both the production and uses of products made from recycled materials.

The State could get involved in the production of alternative fuel by generating electricity with the waste generated by agencies.

Further legislative mandates regarding the use of recycled products are possible as the varied types and cost effectiveness of products increase.

Increase the requirements on our statewide contract office supply vendor to include, highlight, and market products made from recycled materials.

Increase research efforts at making the paperless office environment at least a partial reality.

DEPARTMENT OF MENTAL HEALTH

3. Recommendations are that state agencies work together to meet the recycling goals. It would be very helpful Prison Industry Authority sent a flyer with what products they sell that have recycled content.

When DGS prepares to place a contract out for bid, recycled content could be required for specific items.

DEPARTMENT OF MOTOR VEHICLES

3. The current program is sufficient to meet both the spirit and letter of the requirements set forth by Chapter 12150 of the Public Contract Code.

DEPARTMENT OF PARKS AND RECREATION

3. Update department administrative manuals to address recycled product procurement

Require staff to adhere to the reporting requirement for recycle content products.

Develop necessary forms specific to your department and your suppliers to ease certification of the products and reporting.

Conduct on-site trainings to departmental purchasers.

Products purchased from State Contracts, Price Schedules, CMAS, PIA, and Master Purchase Agreements should not need certification. The recycled content of these items could be listed as part of the item description.

Products procured through the use of the Cal-Card could be tracked automatically according to Rocky Mountain Bank.

DEPARTMENT OF PESTICIDE REGULATION

3. Workshops could be provided at each department for the personnel responsible for purchasing activities (in DPR, with the use of the CalCard, actual purchase responsibilities are decentralized).

Development of a service, presumably coordinated through the Department of General Services, to allow access through the Internet to vendors offering RCPs.

Persuade Office Depot and other vendors to provide more RCPs to State customers, as well as requesting vendors to identify, for those State customers, information regarding the recycled and post-consumer content of the RCPs.

DEPARTMENT OF REHABILITATION

3. A listing of products that are available on contract and their recycled content would be very helpful.

DEPARTMENT OF SOCIAL SERVICES

3. We are currently in compliance with the recycled product procurement mandates.

DEPARTMENT OF TRANSPORTATION

3. Caltrans recommends that DGS consider developing a bulk recapped tire procurement contract for passenger vehicle sized tires.

Caltrans recommends that DGS consider developing a bulk (case) price for recycled paper.

Caltrans recommends that DGS consider working with recycled product vendors and manufacturers to help them establish themselves on the CMAS list.

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

3. Information should be provided to staff in other departments outside of procurement and business services.

Articles could be included in departmental newsletters concerning the department's commitment to buying recycled.

Staff should be encouraged to attend activities and events to learn more about recycled content products.

DEPARTMENT OF WATER RESOURCES

3. Agencies should review all types of contracts through which products are procured to try to identify possible products that could be purchased with recycled content. The Department reports for the products received through the materials purchasing program, which covers office and paper products, however, by looking deeper, we have discovered water and flood management projects that use many products and materials that may be available with recycled content.

DEPARTMENT OF VETERANS AFFAIRS

3. Office Depot should be able to provide agencies with a printout showing a department's recycled product purchases.

EMPLOYMENT DEVELOPMENT DEPARTMENT

3. EDD has identified several large quantity, large volume products and worked with vendors to ensure that these products were available as recycled content products and that they met the required specifications.

MANAGED RISK MEDICAL INSURANCE BOARD

3. Our purchasing is done by the Office of Statewide Health Planning and Development.

PATTON STATE HOSPITAL

3. Users must be trained and introduced to companies that provide the types of recycled products they order.

A list of recycled products needs to be created by suppliers.

Recycled products should be purchases for agencies on a promotional basis to demonstrate the price, quality and availability of those products.

Use one institution as a pilot that would then share their experiences and results with other agencies.

Users should be advised to ask to recycled content of products at the time they ask for quotes and to request recycle products whenever they are available.

SECRETARY OF STATE

3. Periodic informational seminars can be helpful for agencies just starting procurement programs and may serve as a refresher for those with established programs. Informational bulletins are also helpful to agencies by providing updates on recycled products, pilot program status, and programs other agencies have in place.

We are also attempting to fill a vacancy with a staff person that will oversee the recycle program of the agency.

STATE AND CONSUMER SERVICES AGENCY

3. Establish a recycle pickup program similar to the white paper recycle bins for other types of recyclables.

Establish a discount program for the trade-ins of recyclables.

Continually educate employees on the importance of recycling. Posters, lists of businesses providing recycled products, or a newsletter informing other agencies of success stories could be effective.

Establish a governor's award for state agencies meeting or exceeding the recycled product procurement goals.

STATE WATER REOSURCES CONTROL BOARD

3. It is possible that some state agencies are not aware of the resources available and would benefit from sharing information on both recycled content vendors and availability of such products in the marketplace.

A monthly newsletter distributed to key procurement staff in all departments could help to share ideas, trends and new requirements.

The development of a resource manual (three-ring binder style, allowing updates to be inserted regularly), and providing these same resources electronically on your Internet website would also be helpful.

STEPHEN P. TEALE DATA CENTER

3. Include increasing employee awareness of the improved quality of recycled products.

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APPENDIX # 6

STATE AGENCY BUY RECYCLED CAMPAIGN MANUAL

The California Integrated Waste
Management Board

And

The Department of General Services

Present the:

State Agency Buy Recycled Campaign

**Guidelines for FY 97/98 and
Attaining the January 1, 1999
Recycled Content Product
Procurement Mandates**

STATE AGENCY BUY RECYCLED CAMPAIGN

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RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT PLANNING AND REPORTING QUESTIONS AND ANSWERS

1. What is the State Agency Buy Recycled Campaign?

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the California Integrated Waste Management Board (Board) and the Department of General Services (DGS) to implement state law requiring state agencies to purchase recycled content products (RCPs). The SABRC is being developed jointly by the two agencies to provide agencies with the tools to attain the mandated RCP procurement goals. In 1993, the Legislature revised the Public Contract Code (PCC) and directed the Board to assist DGS with the development and implementation of SABRC informational and outreach activities.

Landfill space and other disposal options for waste created by California's 30,000,000 residents are very limited. In an attempt to reduce the amount of waste going to California landfills, Assembly Bill (AB) 939, Sher, 1989, was enacted. AB 939 requires California to reduce the amount of material going to landfills by 50% by the year 2000. The SABRC has been used in California to create and stabilize markets for the materials diverted because of AB 939. The recycling of these materials includes reprocessing them back into finished consumer products. The purchase of finished RCPs is critical to the success of the SABRC and recycling in general because without the purchase of the RCPs, the markets for the recovered materials would disappear and soon the collection of the recovered materials would decrease as well.

2. Does my agency have to buy recycled content products (RCPs) to attain the mandated goals?

Yes. State law requires that each State agency meet specified procurement mandates for the purchase of RCPs in each of the 11 specified product categories (see A6) within which state agencies purchase products.

The following goals are specified in the RCP procurement mandates:

- By January 1, 1999, at least 25% of the total dollar amount of Fine Printing and Writing Paper purchased or procured shall be recycled Fine Printing and Writing Paper (FPWP).
- By January 1, 1999, at least 50% of the total dollar amount of Paper Products purchased or procured shall be recycled Paper Products.
- By January 1, 1999, at least 30%, and by January 1, 2000, at least 50% of the total dollar amount of purchases made by each State agency in each of the other nine product categories shall be RCP purchases.
- By January 1, 1999, at least 40% of the total dollar amount of purchases made by the Legislature in each of the other nine product categories shall be RCP purchases.

3. Does my agency have to buy recycled content products (RCPs) instead of non-RCPs above and beyond the mandated procurement goals?

Yes. PCC section 12210 (a) states that, "Fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of non-recycled products whenever available at no more than the total cost of non-recycled products." An agency should purchase RCPs rather than a non-RCPs every time that the fitness and quality are equal, and they are available at no more than the total cost of non-RCPs.

4. Must I buy RCPs even if they cost more than non-RCPs?

Yes. The PCC requires each state agency to attain the RCP procurement mandates without regard of potential price differences. While some RCPs may cost more than comparable non-RCPs, many RCPs are available for less than the total cost on non-RCPs. Once the mandated goals have been attained an agency still must purchase RCPs rather than non-RCPs, but only so long as fitness and quality are equal, and the RCP is available at no more than the total cost of the non-RCP.

5. May I apply cost savings from the purchase of RCPs that cost less than comparable non-recycled products to the purchases of more expensive RCPs?

Yes. PCC section 12159(a) states that if a RCP costs more than a non-RCP, the state agency, shall, if feasible, purchase fewer of those more costly products or apply cost-savings gained from buying less expensive RCPs towards the purchase of the more costly RCPs.

6. What is a recycled content product (RCP)?

A product can be considered an RCP by either of two ways. First, a product can qualify as an RCP if it contains at least the minimum secondary and/or postconsumer material specified by statute. (See the chart on A6 and the definitions section beginning on A19 for content requirements for the specific product categories).

A product can also qualify as an RCP if, after it has been used rather than being disposed of, a product is *refurbished for reuse* and then purchased by your agency. Any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form, then purchased by you, would qualify as an RCP. Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.

7. What is a reportable purchase/product?

A reportable purchase/product can be either an RCP or a non-RCP. A reportable product/purchase is any product, RCP or non-RCP, from within the eleven (11) product categories. Both RCP and non-RCP purchases within the 11 categories must be tracked and reported regardless of where or how the product was purchased.

8. What is a reportable RCP?

A reportable RCP can be counted towards attainment of the goals. A reportable RCP:

- I. Can be categorized into one of the 11 product categories, and
- II. Contains at least the minimum secondary and/or postconsumer material specified by statute, or
- III. Is a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

9. What is a reportable non-RCP?

A reportable non-RCP is a product that must be categorized into one of the 11 product categories, but does not meet criteria II or III in item # 8 above, either because it did not contain the minimum secondary or postconsumer material content required of the product or it was not a reused/refurbished product.

If a product is not from within one of the 11 identified product categories, it cannot be included in the SABRC Report or Plan. A purchase of a product with recycled content that is not within one of the product categories, or that does not meet the minimum content requirement for a particular category, can be listed on an attachment to A9, the RCP Procurement Report.

10. Am I required to track only the reportable RCP purchases?

No. Both reportable RCP and non-RCP purchases *must* be tracked if they fall into one of the product categories. Tracking both RCP and non-RCP purchases allows you to track the information required on A9, and to calculate whether or not your agency has attained the mandated RCP procurement goals.

11. Must products be purchased from each of the 11 product categories?

No. It is probable that many state agencies do not purchase any products from within some of the product categories. Many state agencies do not purchase paint, solvents, compost, or tires, for instance. If an agency does not purchase any products from a particular category during a reporting period, the agency does not need to purchase any RCPs from that category. In that case, an agency may report zeros for those product categories.

If, however, a state agency purchases products from a product category, it must ensure that a percentage of the purchases, 25%, 30%, or 50%, depending upon the category, are RCPs.

12. Does each state agency plan and report only for the purchase of products from within the 11 identified categories?

Yes. The FY 97-98 RCP Procurement Report (A9) and FY 97-98 RCP Procurement Plan (A13) are to reflect only RCP and non-RCP purchases from within the 11 categories. Products that cannot be classified under one of the 11 product categories should NOT be included in the Plan or Report. See Matrix on A6.

13. What is the difference between Fine Printing and Writing Papers (FPWP) and Paper Products?

Fine Printing and Writing Papers (FPWP) include copy paper and xerographic papers of all colors, and higher grade papers such as watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, ruled tablets, calendars, posters, file folders, index cards, white wove envelopes, and other uncoated printing and writing paper such as writing and office paper, book paper, cotton fiber paper (containing 25-75% cotton fiber, and cover stock are all included in the FPWP category.

Paper Products on the other hand, include stickies, manila envelopes and all of the chipboard, paperboard, cardboard and paper janitorial products.

14. Which product category do I report a product that is made from multiple materials?

Multiple material products should be reported in the product category of the material type representing most of the product. The amount of material used in the product can be measured by weight or volume. If, for instance, a chair is made from steel, aluminum, and plastic and most of the material, either by weight or volume, is plastic, report it as a plastic product. It may also, however, be reported under steel if most of the product, either by weight or volume, is represented by the steel component.

15. Do only products obtained through a product procurement contract need to be tracked or do products and materials obtained through service contracts, public works, maintenance, and all other types of contracts also need to be tracked?

Any product that can be classified as belonging in one of the 11 product categories, needs to be tracked and counted for inclusion in the SABRC Report and Plan regardless of the method or the type of contract used to obtain the product. The cost of the product or materials should be reported, not the total cost of service or installation.

16. If I purchase all products through DGS, Office of Procurement (stores, contracts, SPS), may I report zeros on the Procurement Report?

No. The tracking and reporting requirements are not affected by where or how the products were procured. If a RCP or non-RCP is purchased that falls within one of the eleven product categories, it must be tracked and reported. Only if NO products are purchased in a product category may an agency report zeros for that products category.

17. How do I report for products received through another state agency, such as interagency agreements and printing done at OSP?

In case of print jobs performed by the Office of the State Printer (OSP), the agency that provides the paper to be used for the print job reports for those products. If your agency has a job printed at OSP and provides a recycled content stock, you would report for that job. If your agency does not supply the paper and it is supplied by OSP, OSP would report for that RCP.

In the case of an interagency agreement, the agency that pays or provides the funds for the products or materials should track and report for them. If an agency requires virgin stock for their print job, OSP shall report those jobs, by agency, separately.

18. Must I require vendors and contractors to disclose the recycled content of the products they supply to my agency?

Yes. Public Contract Code sections 10233, 10308.5, and 10354 require vendors and contractors to identify their products as RCPs and certify the postconsumer and secondary material content of each product. Any product, regardless of whether or not it can be classified in one of the 11 product categories, must be certified by the vendor regardless of the method or the type of contract used to obtain the product. This certification shall be furnished under penalty of perjury. Page A17 provides a form for this purpose.

19. Am I, as an employee of a state agency, mandated to require contractors to certify the recycled content of the materials, goods, or services provided or used?

Yes. PCC section 12205(a)(1) requires all state agencies to require all contractors to certify in writing the minimum, if not the exact, percentage of postconsumer and secondary material in the materials, goods, or services provided or used. This certification shall be furnished under penalty of perjury. Page A17 provides a form for this purpose.

20. What can I do if my agency purchases a product with recycled content that is not from one of the 11 product categories, or contains less than the minimum recycled content required of that particular category?

Agencies can list those purchases on an attachment and submit it with the Report. Those purchases may not, however, be counted towards attainment of the goals required by the PCC. However, this information will be used to assist other "buy recycled" activities conducted by the CIWMB, Department of Conservation, and Department of General Services staff.

21. When using the term "state agencies", are you referring to departments, boards, commissions, and offices, in addition to the agency level office?

Yes. The term "state agency" is used in the generic sense to apply to each state government department, board, commission, office, etc..

22. If the RCP procurement goals are to be achieved by calendar year, why are state agencies required to plan and report RCP procurements by Fiscal Year (FY)?

The Legislation established the RCP procurement goals to be achieved by January 1 of specified years. However, it was determined to be far more practical to track and report procurement by the established July 1 - June 30 timeframe rather than have agencies report across FYs to coincide with calendar years.

Using the FY reporting, agencies plan and report in accordance with the established procedures while still attaining goals established for particular calendar years. For instance, agencies will report purchases made during FY 97-98 after the conclusion of the FY. The FY 97-98 RCP Procurement Report is due September 1, 1998, and that report will be used to determine compliance with the goals set for January 1, 1999.

23. How many documents must my agency file each year?

Two. Each agency must file a Recycled Content Product Procurement Plan (A13) with the Board at the beginning of each FY. A Recycled Content Product Procurement Report (A9) must be completed and filed by each agency with the Board at the conclusion of each FY.

24. When do I submit my agency RCP Procurement Plan and Report to the Board?

A completed Plan for FY 97-98 (A13) to meet the January 1, 1998 goals should be sent to the Board on or before September 16, 1997. A completed Report (A9) for FY 97-98 should be sent to the Board on or before September 1, 1998.

25. Where do I send my agency RCP Procurement Plan and Report?

Mail completed forms to: Jerry Hart, CIWMB
Secondary Materials Assistance Branch
8800 Cal Center Drive
Sacramento, CA 95826

RCP Procurement Plans and Reports may also be FAXed to Jerry Hart at (916) 255-2573.

26. What will the Board do with the RCP Plans and Reports?

The Board and DGS are required to provide reports to the Legislature. The data gathered on the Plans and Reports will be compiled into a report with Department-specific data and submitted to the Legislature. DGS and the Board are also required to consult with agencies that do not attain the RCP procurement goals to ensure future compliance. The Plan and Report will be the basis for agency-specific consultation.

27. Where can I get help to attain the goals and complete the required forms?

- Instructions are included on the front and as footnotes on the back of the attached forms.
- For questions about the RCP certification forms from vendors (A17), contact Pat Bailey at the DGS, Procurement Division at (916) 323-7666.
- For any other questions regarding the SABRC, accessing the Board's Recycled Content Product Database, RCP information, or to request the name of your agency contact person, call Jerry Hart at the CIWMB, Buy Recycled Section at (916) 255-4454.

**RECYCLED CONTENT PRODUCT CATEGORIES, CONTENT REQUIREMENTS,
MANDATED PROCUREMENT GOALS, AND PRICE PREFERENCES**

PRODUCT CATEGORIES	CONTENT REQUIREMENT (%)⁽¹⁾	PROCUREMENT MANDATES (%,\$)⁽²⁾	PRICE PREFERENCE (%)⁽³⁾
Fine Printing and Writing Paper	20% PC	25	10
Paper Products	50/10	50	10
Plastic Products	50/10	30	
Glass Products	50/10	30	
Compost and Co- Compost	50/10	30	
Paint	50/10	30	
Solvents	50/10	30	
Tires	50/10	ALL FLEET DAY-TRIP TIRES	5
Tire-Derived Products	50% PC	30	5
Lubricating Oils	50/10	30	
Steel	25/10	30	

FOOTNOTES:

- (1) : For Fine Printing and Writing Paper and Tire-derived products, there is only a postconsumer material content requirement. No other secondary material content is required for these two product categories. All other product categories require both an overall secondary material content indicated by the first number, and a postconsumer material content, indicated by the second number.
- (2): The numbers in the Procurement Mandate column indicate the percentage of all dollars spent in the product category to be spent on RCPs in that category for the 97-98 FY.
- (3): These price preferences are administered by DGS. The Board no longer has its Pilot Price Preference Program.

WHO REPORTS FOR WHAT: A REPORTING MATRIX FOR THE SABRC

PRODUCTS OBTAINED FROM THE FOLLOWING SOURCES SHOULD BE REPORTED BY THE STATE AGENCY MAKING THE PURCHASE	PRODUCTS OBTAINED FROM THE FOLLOWING SOURCES WILL BE REPORTED BY THE DEPARTMENT OF GENERAL SERVICES
DGS Statewide Contracts	
DGS State Stores (Watt Avenue and Fullerton)	
DGS State Price Schedule	
Delegated purchases	
Credit Cards (Cal-Card)	
DGS Acquisitions (Form 66)	
Sub-purchase orders (Less than \$100)	
California Multiple Awards Schedule (CMAS)	
Prison Industry Authority (PIA)	
Service Contracts	
Public Works Contracts	
Emergency Purchases (Form 42)	
Under \$15,000 Purchases made by the Agency	
DGS Master Service Agreement	

In completing the Recycled Content Product Procurement Plan (A13) and the Recycled Content Product Procurement Report (A9) , you must include all your reportable purchases regardless of the sources of the product. DGS will no longer report for agency purchases from state stores, contracts, statewide contracts, or DGS acquisitions as it did in the past.

IMMEDIATE ACTIONS TO INCREASE RCP PURCHASES

There are several actions which can be taken immediately to increase RCP procurements. A few of the first steps that should be taken are listed below.

- Ask your vendors and DGS representatives whether the products you are currently buying are RCPs. You may be buying RCPs and be unaware of it. Increase the use of the Recycled Content Certification (A17) so that you can take credit for the RCP's.
- If the products you are currently buying are not RCPs, replace them with RCP's. Many RCPs compare favorably with respect to price, quality, and availability to non-RCPs. It does not hurt to switch from a non-recycled product to an RCP even when you are already in compliance. In fact, such initiative provides security against a shortfall (a common problem) in RCP purchases and alerts DGS to RCP demands.
- Request RCPs on all your intra-office requisitions, Form 5's, purchase orders, release orders, and purchase estimates.
- Specify RCPs in contract and grant language. RCPs purchased or used to fulfill the terms of a contract or grant can be counted towards attainment of the goals.
- Identify large quantity or large dollar amount purchases of RCP's which can be obtained early in the FY. This will allow you to attain the goals in the least number of transactions possible and as soon in the FY as possible.
- Establish set-asides and recycled-only contracts to ensure vendors provide RCPs.
- Review and revise procurement specifications to eliminate restrictive specifications and discrimination against the procurement of RCPs.
- Establish new procurement and purchasing specifications in a manner that maximizes RCP procurements.

RCPS THAT COST LESS THAN OR EQUAL TO NON-RCPS INCLUDE:

- | | |
|----------------------------------|-----------------------------------|
| • Xerographic Paper | • Paper towels and tissue |
| • Corrugated boxes and packaging | • Envelopes and mailers |
| • Corrugated file boxes | • Plastic trash cans/liners |
| • Latex paint | • Rerefined automotive lubricants |
| • Compost/Mulch | • Retreaded truck tires |
| • Writing tablets | • Continuous feed computer paper |
| • Laser toner cartridges | • Reformatted computer disks |

Contact Jerry Hart at the Board at (916) 255-4454 for information on these and other RCPs.

RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT REPORT

(Due September 1, 1998 for FY 97/98 and 1/1/99 goals)

A9

State Agency Reporting _____

Contact _____

Date _____

Phone _____

E-mail Address _____

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
PRODUCT CATEGORY ⁽¹⁾	ALL PURCHASES (QUANTITY) ⁽²⁾	ALL PURCHASES (DOLLARS) ⁽³⁾	RCP PURCHASES (QUANTITY) ⁽⁴⁾	RCP PURCHASES (DOLLARS) ⁽⁵⁾	% RCP (QUANTITY) ⁽⁶⁾	% RCP (DOLLARS) ⁽⁷⁾
PAPER PRODUCTS		\$		\$		%
FINE PRINTING AND WRITING PAPERS	(reams)	\$	(reams)	\$	%	%
PLASTIC PRODUCTS		\$		\$		%
COMPOST	(cy)	\$	(cy)	\$	%	%
GLASS PRODUCTS		\$		\$		%
LUBRICATING OILS	(gals.)	\$	(gals.)	\$	%	%
PAINT	(gals.)	\$	(gals.)	\$	%	%
SOLVENTS	(gals.)	\$	(gals.)	\$	%	%
TIRE-DERIVED PRODUCTS		\$		\$		%
TIRES		\$		\$	%	%
STEEL		\$		\$		%

051516

See footnotes on the back of this page)

Total⁽⁸⁾: \$

Total⁽⁹⁾: \$

NOTE: All purchases within these product categories, regardless of the source of the product or the type of contract used to procure them, should be included in your Report. Include reportable RCPs and reportable non-RCPs. See Reporting Matrix on Page A6.

Additional sheets may be attached identifying non-reportable RCPs which cannot be used towards attainment of the RCP procurement mandates.

- (1) Please refer to A19 for definitions and examples of the product categories. Include ALL reportable purchases, RCPs and non-RCPs within the 11 product categories. RCP's outside of the 11 product categories cannot be counted toward attaining the procurement goals. However, non-reportable RCPs you purchase may be included as an attachment to this report and will be included in our report to the Legislature for your agency.
- (2) Indicate the quantity (units) of ALL reportable purchases, RCPs and non-RCPs in each product category during the FY. Quantities do not need to be reported for the product categories with shading. If Fine Printing and Writing Papers (FPWP) are purchased in rolls, please indicate the number and size of rolls.
- (3) Indicate the total dollars spent on ALL reportable purchases, RCPs and non-RCPs, in each product category purchased during the FY.
- (4) Indicate the total quantity (units) of reportable RCPs purchased during the FY. Quantities do not need to be reported for the product categories with shading. If recycled content FPWPs are purchased in rolls, please indicate the number and size of rolls.
- (5) Indicate the total dollars spent on reportable RCPs during the FY for each category .
- (6) Indicate the percentage of reportable RCPs purchased. **The percent recycled is calculated by dividing the figure in column (4) by the figure in column (2) and multiplying by 100.** Percentages do not need to be calculated for the product categories with shading.
- (7) Indicate the percentage of total dollars represented by dollars spent on reportable RCPs in each category. **The percent recycled is calculated by dividing the figure in column (5) by the total of the figure in column (3) and multiplying by 100.**
- (8) The total of column 3 should be equivalent to the total dollars spent on ALL reportable products (RCPs and non-RCPs) during the FY.
- (9) The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the FY.

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By January 1, 1999, at least 50% of the total dollar amount of reportable Paper Product purchases, 25% of the total dollar amount of reportable Fine Printing and Writing Paper purchases, and 30% of the total dollar amount of reportable purchases in each of the other 9 categories, made by each state agency, shall be reportable RCP purchases. You may make a worksheet for each of the product categories from which you purchase products.

PRODUCT DESCRIPTION ⁽²⁾	QUANTITY PURCHASED ⁽³⁾	TOTAL PRICE ⁽⁴⁾	SOURCE OF PURCHASE ⁽⁵⁾	VENDOR INFORMATION			RECYCLED
				NAME/P.O. ⁽⁶⁾	STATE ⁽⁷⁾	PHONE ⁽⁸⁾	(Y/N) ⁽⁹⁾

[illegible]

NOTE: Use of this worksheet is optional. This worksheet will be particularly useful to those agencies purchasing reportable products from a majority of the product categories. It will also be very helpful if you are tracking and reporting purchases manually.

- (1) This line can be used to identify the product category for which you are reporting the specific purchases. One worksheet should be completed for each product category within which you are tracking reportable purchases. Remember, only Paper Products, FPWPs, Plastic Products, Compost and Co-compost, Glass Products, Lubricating Oils, Paints, Solvents, Tire-derived Products, Tires, and Steel Products should be reported. RCPs purchased that do not fall within these 11 product categories may be reported on a separate attachment to A9, but cannot be counted towards attainment of the mandated goals.
- (2) Provide a description of the specific reportable products purchased (paper towels, #8 envelopes, rulers, 30 wt. motor oil, etc.).
- (3) Indicate the total quantity (units) of products purchased. For the following product categories, use the units indicated: for FPWPs - report reams; for compost/co-compost - report cubic yards; for lubricating oils, paint, and solvents - report gallons; and for retreaded tires - report the number of tires purchased. If FPWP is purchased in rolls, please indicate the number and size of the rolls.
- (4) Indicate the total dollars spent on each reportable product purchase.
- (5) Indicate the source of the reportable purchase - delegated authority (da), subpurchase order (spo), credit cards (cc), CMAS, PIA, etc..
- (6) If the vendor is known, provide the name of the vendor. If the vendor is not known, provide the purchase order number. If both are known, please provide both.
- (7) Indicate the state that the vendor is in or that the product(s) came from.
- (8) Indicate the phone number of the vendor.
- (9) Indicate with a "Y" or "N" whether this is a reportable RCP or not. See the Page A2 or Page A19 for the RCP definitions and content requirements.

A13

RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT PLAN

(Due September 1, 1997 for FY 97/98 and 1/1/99 goals)

State Agency Reporting _____ Date _____

Contact _____ Phone _____

Fax _____ E-mail Address _____

Please use this form to indicate your Plan to meet the RCP procurement goals. Page A14 has been provided as an optional worksheet to assist you with completing this Plan. The figures submitted to complete this Plan are to reflect reportable purchases only.

DOLLAR AMOUNT RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT

GOAL: By January 1, 1999, at least 30% of the total dollar amount spent on reportable products within the following product categories are to be spent on reportable RCPs.

Indicate your expected budget for the procurement of reportable products in FY 97/98 on the odd numbered items (1-17) for each of these product categories.:

Plastic Products	(1) \$ _____	x 0.30 = (2) \$ _____
Compost and Co-compost	(3) \$ _____	x 0.30 = (4) \$ _____
Glass Products	(5) \$ _____	x 0.30 = (6) \$ _____
Lubricating Oils	(7) \$ _____	x 0.30 = (8) \$ _____
Paints	(9) \$ _____	x 0.30 = (10) \$ _____
Solvents	(11) \$ _____	x 0.30 = (12) \$ _____
Tires	(13) \$ _____	x 0.30 = (14) \$ _____
Tire-derived Products	(15) \$ _____	x 0.30 = (16) \$ _____
Steel Products	(17) \$ _____	x 0.30 = (18) \$ _____

The dollar amounts on the even numbered items (2-18) are your dollar amount goals for reportable RCP purchases for FY 97/98 for each of these product categories.

FINE PRINTING AND WRITING PAPERS (FPWP)

GOAL: By January 1, 1999, at least 25% of the total dollar amount of reportable Fine Printing and Writing Papers purchased shall be reportable recycled-content Fine Writing and Printing Papers.

Total dollar amount you expect to spend on reportable fine printing and writing papers FY 97-98: (19) _____ x 0.25 = (20) _____. The dollar amount on item (20) is your goal for recycled-content Fine Printing and Writing Papers purchases for FY 97-98.

PAPER PRODUCTS (excluding Fine Printing and Writing Papers)

GOAL: By January 1, 1999, at least 50% of the total dollar amount of reportable paper products purchased shall be a reportable recycled-content paper product.

Total dollar amount you expect to spend on reportable paper products in FY 97-98: (21) \$ _____ x 0.50 = (22) \$ _____. The dollar amount on item (22) is your goal for recycled-content Paper Product purchases for FY 97-98.

(See footnotes on the back of this page and definitions on A19)

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NOTES

- NOTES (1-17, odd) Estimate the total dollar amount to be spent on reportable products (reportable RCPs and non-RCPs). This can be estimated based upon the current FY budget for those purchases or upon last FY's expenditures. The nine product categories include plastic products, compost and co-compost, glass products, lubricating oils, paints, solvents, tire-derived products, tires, and steel products.
- NOTES (2-18, even) The figures on item (2-18, even) is the product of the total dollar amount you estimate to be spent on reportable products in each product category and 0.30. (Figures on items (1-17, odd) X 0.30 = items 2-18, even).
- NOTE (19) Estimate the total dollars you expect to spend on ALL reportable FPWPs during the FY. This can be estimated based upon the current FY budget for those purchases or upon last FY's expenditures.
- NOTE (20) The figure on item (20) is the product of the total dollar amount you expect to spend on FPWPs you expect to purchase and 0.25. (Figure on item (3) X 0.25 = item 4.)
- NOTE (21) Estimate the total dollar amount you expect to spend on reportable paper products (excluding FPWPs). This can be estimated based upon the current FY budget for those purchases or upon last FY's expenditures.
- NOTE (22) The figure on item (22) is the product of the total dollar amount you expect to spend on these products and 0.50. (Figure on item (5) X 0.50 = item 6.)

RECYCLED-CONTENT PRODUCT (RCP) PROCUREMENT PLAN WORKSHEET

(This optional worksheet is provided to assist with the completion of A13)

By January 1, 1999, at least 50% of the total dollar amount of reportable Paper Product purchases, 25% of the total dollar amount of reportable Fine Printing and Writing Paper purchases, and 30% of the total dollar amount of reportable purchases in each of the other 9 categories, made by each state agency, shall be reportable RCP purchases.

You may use this worksheet to plan the reportable product purchases you need to make to attain the mandated goals.

Recycled Content Product Category	Estimated amount of reportable purchases within each category ⁽¹⁾	Estimated amount of reportable RCP purchases to attain goal ⁽²⁾
PAPER PRODUCTS (Other than Fine Printing and Writing Papers)	\$	\$
FINE PRINTING AND WRITING PAPERS	\$	\$
PLASTIC PRODUCTS	\$	\$
COMPOST - CO-COMPOST	\$	\$
GLASS PRODUCTS	\$	\$
LUBRICATING OILS	\$	\$
PAINTS	\$	\$
SOLVENTS	\$	\$
TIRE-DERIVED PRODUCTS	\$	\$
TIRES	\$	\$
STEEL	\$	\$
TOTAL ⁽³⁾ :	\$	TOTAL ⁽⁴⁾ :\$

(See footnotes on the back of this page)

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NOTE: The use of this worksheet is optional.

- (1) Estimate the dollar amount of reportable products you intend to purchase in each of the categories during the FY for which you are planning.
- (2) Calculate the dollar amount of reportable RCPs you need to purchase in each of the categories during the FY for which you are planning too attain the goals.
- (3) The dollar figure you indicate for total reportable purchases should approximate the figure on item Page A9, item 8.
- (3) The dollar figure you indicate for total reportable RCP purchases should approximate the figure on item Page A9, item 9.

RECYCLED CONTENT CERTIFICATION*To be completed by contractor. The contractor must return the certification, completed for each product supplied to the state.**Attach additional sheets if necessary*

CONTRACTOR Name/Address:	PRODUCT CATEGORY⁽¹⁾
------------------------------------	---------------------------------------

Item/Line Number	Quantity Bid	Unit of Measure	Dollars Bid	Product Description	% Post-consumer ⁽²⁾	% Secondary ⁽³⁾

Public Contract Code Sections 10233, 10308.5, and 10354 requires all vendors and contractors to certify in writing, under penalty of perjury, to the state agency awarding a contract, the minimum, if not the exact percentage, of postconsumer and secondary material in the materials, goods, or supplies offered or used.

Public Contract Code Section 12205(a) requires all state agencies to require all contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage, of postconsumer and secondary material in the materials, goods, or services provided or used.

Printed Name of Person Completing Form

Title

Signature of Person Completing Form

Telephone

FAX

Date

- (1) Product category refers to one of the product categories into which the reportable recycled content product (RCP) purchase fall. For products made from multiple materials, choose the category which comprises most of the product, either by a weight or volume criteria. If the product does not fit into any of the product categories, put N/A. The product categories, and corresponding content requirements, are defined as follows:

Recycled content Fine Printing and Writing Papers (FPWPs) Fine Printing and Writing Papers (FPWP) include copy paper and xerographic papers of all colors, and higher grade papers such a watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, ruled tablets, calendars, posters, file folders, index cards, white wove envelopes, and other uncoated printing and writing paper such as writing and office paper, book paper, cotton fiber paper (containing 25-75% cotton fiber, and cover stock are all included in the FPWP category.

Recycled steel product means all steel products including flat rolled steel products with no less than 25% of the total weight consisting of secondary and postconsumer material, with not less than 10 % postconsumer material. Products made with flat rolled steel meeting these content percentages may include automobiles, cans, appliances, and office furniture and supplies.

Recycled content product (RCP) for paper products, plastic products, glass products, tires, tire-derived products, compost and co-compost, lubricating oil, paints, solvents, is defined in PCC section 12200 (SB 1915,1994) as containing no less than 50 percent of the total weight of which consists of secondary and postconsumer material with not less than 10 percent of its total weight consisting of postconsumer material. This definition applies to all product categories which do not have other specific statutory definitions.

- (2) Postconsumer material is defined in PCC section 12200 (SB 1915, 1994), as "a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes."
- (3) Secondary material is defined in PCC section 12200 (SB 1915, 1994), as "fragments of finished products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes postconsumer waste, but does not include excess virgin resources of the manufacturing process." FOR EXAMPLE. Secondary material includes the % of postconsumer material. If a Fine Printing and Writing Paper contained 20% postconsumer material, you would include the 20% in both the secondary and postconsumer content columns. If the product had 40% secondary material, but only 20% was postconsumer, the additional secondary material would be reflected in the secondary material column only. If the product met the 50/10 content requirement of another product category, that would mean that the product contains 50% secondary material, of which, 10% of that is postconsumer material. If a product was 100% secondary material and 50% of that was postconsumer material, 100 would be in the secondary column and 50 would be in the postconsumer column.

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DEFINITIONS OF TERMS

- (1) COMPOST is a product resulting from the biological decomposition of organic materials such as leaves, grass clippings, yard trimmings, fruit and vegetables, or biosolids. For these reporting purposes, compost may also include humus, and other organic soil amendments with or without additives. Recycled products, including compost and co-compost, must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals. Co-compost products also contain biosolids.
- (2) FINE PRINTING AND WRITING PAPERS (FPWP) are defined in PCC section 12161(AB 571, 1996) as containing at least 20% postconsumer (pc) material. FPWP includes copy paper and xerographic papers of all colors, and higher grade papers such as a watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, calendars, posters, ruled papers, white wove envelopes, and other uncoated printing and writing paper such as writing and office paper, book paper, cotton fiber paper (containing 25-75% cotton fiber, and cover stock are all included in the FPWP category.
- (3) GLASS PRODUCTS include all products comprised primarily of glass materials including, but not limited to: containers, windows, fiberglass insulation, reflective beads, and construction blocks. Recycled glass products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (4) LUBRICATING OILS include, but are not limited to: crank case oils, engine oils, and transmission oils. Recycled lubricating oils must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (5) PAINT includes but is not limited to: aerosols, latex and enamel paint, and primers. Recycled paint products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (6) PAPER PRODUCTS include all products made from wood and or paper fiber **excluding** FPWPs, including but not limited to: stickies, paper janitorial supplies, towels, tissue, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping, packaging). Recycled paper products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (7) PLASTIC PRODUCTS include all products comprised primarily of plastic material, including but not limited to: plastic lumber, containers, bags, packaging, and office products. Recycled plastic products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (8) POSTCONSUMER MATERIAL is defined in Public Contract Code section 12200(b), "as a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes."

- (9) RECYCLED PRODUCT is defined in Public Contract Code section 12200(a) as, "all materials, goods, supplies, with no less than 50 percent of the total weight of which consists of secondary and postconsumer waste with not less than 10 percent of its total weight consisting of postconsumer waste." This definition applies to Paper Products, Plastic Products, Compost and Co-compost, Glass Products, Lubricating oils, Paints, Solvents, Retreaded Tires, Tire-derived Products, and Steel Products. A product with 50% postconsumer material content meets the requirements of a "50/10" product.
- A recycled product also includes products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Examples of refurbished products include remanufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.
- (10) REFURBISHED products mean products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Refurbishing includes renovating, repairing, restoring, or generally improving the appearance, performance, quality, functionality, or value of a product.
- (11) A REPORTABLE PURCHASE/PRODUCT can be either an RCP or a non-RCP. A reportable product/purchase is any product, RCP or non-RCP, from within the eleven (11) product categories.
- (12) A REPORTABLE RCP can be counted towards attainment of the goals. A reportable RCP:
- I. Is a product from within one of the eleven (11) product categories, and
 - II. Contains at least the minimum secondary and postconsumer material specified by statute, or,
 - III. Is a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.
- (13) A REPORTABLE NON-RCP is a product within one of the eleven (11) product categories, having no recycled-content or less than the minimum required for its particular product category. The reportable non-RCP would not meet criteria II or III, either not containing the minimum secondary or postconsumer material content or not being a reused/refurbished product.
- (14) RETREADED TIRES include, but are not limited to: any passenger, truck, heavy equipment, or agricultural implement tire which has been recapped or has had a new tread portion affixed to a used casing. Retreaded tires must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals or to apply price preferences. Retreads must contain 50% postconsumer material to be eligible for the price preference.
- (15) SECONDARY MATERIAL is defined in Public Contract Code section 12200(c) as, "fragments of finished products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes postconsumer waste, but does not include excess virgin resources of the manufacturing process." Secondary material includes postconsumer material. A product that must meet a 50/10 content requirement may meet the requirement with 50% postconsumer material.

- (16) SOLVENTS include, but are not limited to: paint thinners and removers, halogenated solvents, asphalt testing solvent, flexographic plate wash, solvents used in hospital applications and turpentines. Recycled solvents must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals.
- (17) STATE AGENCY is defined to include every department, board, commission, and office within state government. It includes all the agency level offices and cabinet level offices such as the Secretary of State, Attorney General, and the State Treasurer's Office.
- (18) STEEL PRODUCTS means all steel products including flat rolled steel products with no less than 25% of the total weight consisting of secondary and postconsumer material, with not less than 10 % postconsumer material. Products made with flat rolled steel meeting these content percentages may include automobiles, cans, appliances, and office furniture and supplies.
- (19) TIRE-DERIVED PRODUCTS include retreaded tires and rubber products, rubberized asphalt, carbon-black, metal, or nylon products whose raw materials were derived from the processing of tires. Recycled tire-derived products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards attaining the mandated goals. Recycled tire-derived products must contain no less than 50% by weight postconsumer material to be eligible for a price preference.

a. (b) (1) 2

DRAFT
JUNE 1998
APPENDIX # 7

STATE AGENCY BUY RECYCLED CAMPAIGN
ANNUAL SUMMARY OF FY 94/95

SABRC STATISTICS (FY 94-95)

The following are mandated recycled content product (RCP) procurement goals for Fiscal Year (FY) 94/95:

- By January 1, 1996, at least 25% of the total Fine Printing and Writing Paper purchased shall be recycled Fine Printing and Writing Paper.
- By January 1, 1996, at least 50% of the total dollar amount of Paper Products purchased shall be recycled Paper Products.
- By January 1, 1996, at least 20% of the total dollar amount of purchases made by each State agency shall be RCPs.

FY 94/95 REPORT STATISTICS:

**Total Agencies=129 (includes 20 CSU Campuses, Chancellor, 108 Agencies [with 7 agencies covered by another]).*

105/129 Submitted Reports (78+7+20) 81%

Of Agencies that submitted reports...

24/105 Met all goals	23%
47/105 Met Fine Printing Goal	45%
36/105 Met Paper Goal	34%
66/105 Met Overall Goal	63%

Of Agencies that submitted reports...

29/105 Met none of the three goals	27%
21/105 Met one of the three goals	20%
27/105 Met two of the three goals	26%
24/105 Met all goals	23%

Of total Agencies...

24/129 Met all goals	19%
47/129 Met Fine Printing Goal	36%
36/129 Met Paper Goal	28%
66/129 Met Overall Goal	51%

Of total Agencies...

29/129 Met none of the three goals	22%
21/129 Met one of the three goals	16%
27/129 Met two of the three goals	21%
24/129 Met all goals	19%

State agencies reported total of \$20,108,250 for recycled content product purchases for FY 94/95.

FY 95/96 PLAN STATISTICS:

127/132 Submitted Plans (97+7+23) 95%

attach 7

DRAFT
JUNE 1998
APPENDIX # 8

STATE AGENCY BUY RECYCLED CAMPAIGN
ANNUAL SUMMARY OF FY 95/96

State Agency Buy Recycled Campaign (SABRC) STATISTICS (Fiscal Year 95-96)

Last Updated: 3/10/97

The following are mandated recycled content product (RCP) procurement goals for Fiscal Year (FY) 95/96:

- By January 1, 1998, at least 25% of the total Fine Printing and Writing Paper purchased shall be recycled Fine Printing and Writing Paper.
- By January 1, 1998, at least 50% of the total dollar amount of Paper Products purchased shall be recycled Paper Products.
- By January 1, 1998, at least 20% of the total dollar amount of purchases made by each State agency shall be RCPs.

FY 96/97 REPORT STATISTICS:

98/138 Submitted Reports 71%

Of Agencies that submitted reports...

58/98 Met Fine Printing Goal	60%
60/98 Met Paper Goal	62%
76/98 Met Overall Goal	78%

Of Agencies that submitted reports...

16/98 Met none of the three goals	17%
12/98 Met one of the three goals	13%
28/98 Met two of the three goals	29%
42/98 Met all goals	43%

Of total Agencies...

58/138 Met Fine Printing Goal	42%
60/138 Met Paper Goal	44%
76/138 Met Overall Goal	55%

Of total Agencies...

16/138 Met none of the three goals	12%
12/138 Met one of the three goals	9%
28/138 Met two of the three goals	21%
42/138 Met all goals	31%

Out of \$19,474,387 in total recycled content product purchases, state agencies combined for \$8,862,400 in recycled content product purchases (46% overall rcp) for FY 95/96. The balance with purchased through Department of General Services contracts.

FY 96/97 PLAN STATISTICS:

103/138 Submitted Plans 75%

DRAFT
JUNE 1998
APPENDIX # 9

STATE AGENCY BUY RECYCLED CAMPAIGN
ANNUAL SUMMARY OF FY 96/97

**State Agency Buy Recycled Campaign
(SABRC) STATISTICS
(Fiscal Year 96-97)**

Last Updated: 3/10/98

The following are mandated recycled content product (RCP) procurement goals for Fiscal Year (FY) 96/97:

- By January 1, 1998, at least 25% of the total Fine Printing and Writing Paper purchased shall be recycled Fine Printing and Writing Paper.
- By January 1, 1998, at least 50% of the total dollar amount of Paper Products purchased shall be recycled Paper Products.
- By January 1, 1998, at least 30% of the total dollar amount of purchases made by each State agency shall be RCPs.

FY 96/97 REPORT STATISTICS:

103/137 Submitted Reports 75%

Of Agencies that submitted reports...

80/103 Met Fine Printing Goal	78%
63/103 Met Paper Goal	61%
81/103 Met Overall Goal	79%

Of Agencies that submitted reports...

13/103 Met none of the three goals	13%
11/103 Met one of the three goals	11%
22/103 Met two of the three goals	21%
57/103 Met all goals	55%

Of total Agencies...

80/137 Met Fine Printing Goal	58%
63/137 Met Paper Goal	46%
81/137 Met Overall Goal	59%

Of total Agencies...

13/137 Met none of the three goals	9%
11/137 Met one of the three goals	8%
22/137 Met two of the three goals	16%
57/137 Met all goals	42%

Of the \$64,410,631 reported for all purchases within the categories, \$29,128,768 were recycled content product purchases.
This amounts to 45% for FY 96/97.

Of the \$29,128,768 reported for recycled content products:

State agencies excluding DGS	\$9,290,044
DGS (statewide contracts, state price schedule)	\$16,311,620
California State University System	\$3,527,104

DRAFT
JUNE 1998
APPENDIX # 10

attach 11
pgs

EXECUTIVE ORDER W-7-91

37-175

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA



EXECUTIVE ORDER W-7-91

WHEREAS, April 15 through 21, 1991 has been designated California Recycle Week; and

WHEREAS, reducing the amount of solid waste landfilled in California has been established as a high priority for the State; and

WHEREAS, California's cities and counties are developing waste management plans to divert 25 percent of waste from landfills by 1995 and 50 percent by 2000; and

WHEREAS, recycling diverts valuable recyclable material from landfills; and

WHEREAS, buying recycled goods creates markets for recyclable materials; and

WHEREAS, state agencies are mandated to buy recycled content products to meet certain goals; and

WHEREAS, the State of California is dedicated to the wise use of public funds and the conservation of natural resources; and

WHEREAS, the State of California should set the example of leadership in minimizing waste and promoting increased use of recycled products; and

WHEREAS, the Department of Conservation, the California Integrated Waste Management Board and the Department of General Services are committed to assisting all state agencies in achieving the goals stated herein;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California declare that all State agencies abide by the following orders, effective immediately:

IT IS ORDERED that all State agencies provide for:

- * collection and recycling of aluminum, glass, plastic and metal containers;
- * collection and recycling of white office paper, colored paper, corrugated cardboard, newspaper, surplus reusable equipment and other materials generated in sufficient quantities for a viable recycling and reuse effort;
- * printing of all documents on recycled-content paper to the maximum extent feasible;
- * requiring contractors, through State contracts, to use recycled content paper and products, when feasible;
- * use of two-sided copying of all State documents, to the maximum extent feasible;

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- * use of electronic mail, computer-based bulletin boards and postings, rather than distribution of information by printed memos or hard copy documents, to the extent feasible;
- * reduction in the number of intra-department and intra-agency filing copies and make standard forms available by computer to avoid paper waste in matching printed forms with printers;
- * consolidation within executive departments, all public mailings of official documents and notices; using the smallest mailing envelopes appropriate to the size of the contents; avoiding mailings with non-recyclable windows where feasible; and monitoring, updating and revising mailing lists frequently to minimize duplication;
- * minimize duplicate newspaper, journal and publication subscriptions;

IT IS FURTHER ORDERED that:

- * the California Integrated Waste Management Board, and the Department of Conservation shall perform at least five (5) waste audits at work sites to determine the presence of other waste that could be addressed; and
- * the Department of General Services shall conduct ongoing education and training for all State, university and college, and local government procurement offices regarding the availability of recycled-content products for all State purchasing, including delegated purchasing decisions; and

IT IS FURTHER ORDERED that in all waste reduction and recycling efforts undertaken by the State, consideration must be given to the amount of recyclables generated in each facility, the local market for recyclable materials, and the capacity and characteristics of facilities, including storage space and fire and safety regulations; and

IT IS FURTHER ORDERED that the Department of General Services shall revise the necessary policies and guidelines to implement the provisions of this order.

NOW, THEREFORE, BE IT RESOLVED that all state agencies begin compliance with this order during California Recycle Week and continue such compliance thereafter.

FURTHER BE IT RESOLVED, that the University of California, State College systems, State Legislature and Constitutional Officers are strongly encouraged to adopt similar policies to those outlined in this Executive Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 10th day of April 1991.

Pete Wilson
Governor of California

ATTEST:

Martha Tong Eu
Secretary of State



